

Imperial College
London

Accounts Receivable
Invoice/Debit Memo Request

(for raising invoices to send to a customer)

Customer Name:

Bill to address:

Postcode:

Customer's VAT Number:

For the attention of:

Phone Number:

Transaction Number:

Finance use only

Purchase Order Number:

Our Reference:

Customer CID:

Originator:

Phone Number:

Department:

Campus:

Date:

Transaction Type:

(See reverse of form for available values)

Special Instructions: (240 Characters will print on the invoice)

Line	Description	Qty	Unit	Amount (excl. VAT)	VAT
				Currency: GBP / USD / EUR	(See Over)
1				.	
2				.	
3				.	
4				.	
5				.	
6				.	
7				.	
8				.	
			Total	.	

GL Code																							
Line	I	C	A	B	C	D	E	A	1	2	3	4	5	1	2	3	4	5	6				
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							

Stamp Here

Authorised By

Signature

Print Name.....

Date

Accounts Receivable Invoice/Debit Memo Request (S1) Notes

- (A) Purpose -
To instruct/authorise Finance to raise an official College Invoice and send to the customer.
Also used by Finance to raise a Debit Memo.
- (B) Copies -
This form is 3-part
1. Send Top copy (white) and Second (yellow) to Invoicing Section, Finance Division at your site.
2. The Second copy will be returned to Originator with a copy of the Invoice.
3. Third copy (Pink) is retained by the Originating Department.
- (C) Completion -
1. GL code (where applicable) - First shaded area defaults to IC. Only fill in shaded area if data differs from defaults.
The activity segment (Segment no. 3. i.e. A12345) can be 3 alpha, 3 numeric or 2 alpha, 4 numeric.
2. VAT code - Indicate relevant VAT code from the table below
3. Description - up to 22 characters (this is the maximum visible on reports)
4. It is very important that the customer name and address are completed accurately and completely.
Provide a contact name and number.
5. You must quote your customer's Purchase Order reference to speed payment of the invoice.
6. Our Ref No. is for the origination department to use as their own identifier.
7. Authorisation stamp - the form must be stamped with the tri-colour departmental stamp, dated, signed and name printed by an authorised signatory.
8. All sections should be completed. If the form is incomplete it will be returned to the Authorised Signatory.

Currency Codes - Delete as appropriate

GBP	British Sterling
USD	US Dollars
EUR	Euros

Invoice Type

AI	Student Accommodation Invoice	(To be used by the Accommodation Office Only)
BCCI	Conference & Catering Invoice	(To be used by the Business Accounts Office Only)
BSPI	Sports Activity Income Invoice	
FCI	Fees (Continuing Education) Invoice	(To be used by Continuing Education Only)
FI	Fees (Registry) Invoice	(To be used by Registry Only)
GDI	Donations & Bequests Invoice	(Not to be used for sponsorship)
GNI	Day Nursery Invoice	(To be used by Business Accounts Only)
GSI	Sundry Invoice	
GWl	Work for Outside Bodies/Recharge Invoice	
RI	Research Invoice	(To be used by Research Only)
SOI	Student - Other Invoice	(Not to be used for Accommodation or Fees invoices)
ZI	ZZAN Recharge Invoice	(To be used by AR Only)

For Debit Memos, use the above code with a "D" replacing the "I" at the end, e.g. GSD for Sundry Debit Memo.

For Finance Use Only:

GPD Personnel Debit Memo

VAT Codes

S	Standard rated goods and services
Z1	Zero rated equipment/medicinal products or substances for medical research/training*
Z2	Other zero-rated supplies i.e. food, printed matter and export of goods outside the EU.
E1	Exempt supplies of education/training
E2	Other exempt supplies i.e. health, research and certain grants
EU1	Supplies of goods to VAT registered EU customers#
EU2	Supplies of services to VAT registered EU customers#
NB	Donations, certain grants
OS	Supplies of services to customer outside the EU
R	Reduced rate supplies of fuel/power

Notes

* Certificate required from customer to zero rate

Customers VAT Registration must be supplied, zero rated goods to EU customers = **Z2** all others EU supplies = **S**

For supplies not covered by the above or if in doubt please contact the VAT department.